

# Report to Council



**Date:** March 15, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** Annual Report – Airport Director Delegation of Authority  
**Department:** Kelowna International Airport

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## Recommendation:

THAT Council receive for information the report from Kelowna International Airport dated March 15, 2021, with respect to the transactions approved by the Airport Director in accordance with the Delegation of Authority to Enter into Agreements Bylaw No. 11961 for the period starting December 2, 2019 and ending December 31, 2020.

## Purpose:

To provide Council with a summary of the transactions approved by the Airport Director between December 2, 2019 and December 31, 2020, in accordance with Bylaw No. 11961.

## Background:

In accordance with Bylaw No. 11961, section 2.3, "*The Airport Director shall provide a report to Council to be received for information regarding any transactions approved pursuant to this Bylaw on an annual basis.*" As Bylaw No. 11961 was approved by Council resolution on December 2, 2019, this report provides a summary from December 2, 2019 to December 31, 2020.

## Discussion:

The details of the transactions approved by the Airport Director have been outlined in the table below.

Year	Name	New, Extension or Amendment	Description
2019	AIF Memorandum of Agreement	Amendment	Three-month extension to the Term of the agreement.
2020	Budget Car and Truck Rental Vehicle Rental Concession Agreement Amendment	Amendment	Increase in the number of remote lot parking stalls assigned to Budget Car and Truck Rental, effective March 1,

			2020, resulting in a \$7,200 increase in annual revenue.
2020	Aviscar Inc. Vehicle Rental Concession Agreement Amendment	Amendment	Increase in the number of remote lot parking stalls assigned to Aviscar Inc., effective March 1, 2020, resulting in a \$7,200 increase in annual revenue.
2020	AIF Memorandum of Agreement	Amendment	Extension to the Term of the agreement to December 31, 2020.
2020	Vehicle Rental Concession Agreement	Amendment	Minimum annual guarantee changed to a sliding scale minimum annual guarantee, with the sliding scale being based on passenger numbers.
2020	AIF Memorandum of Agreement	Amendment	Extension to the Term of the agreement to December 31, 2021.

**Conclusion:**

The information above satisfies the requirement to report to Council in accordance with Bylaw No. 11961, section 2.3, up to and including December 31, 2020.

**Internal Circulation:**

Communications  
Financial Services

**Considerations applicable to this report:**

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

***Legal/Statutory Procedural Requirements:***

***Existing Policy:***

***Financial/Budgetary Considerations:***

***External Agency/Public Comments:***

***Communications Comments:***

Submitted by:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

**Approved for inclusion:**



S. Samaddar, Airport Director

cc:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

J. Hewitt, Communications Advisor

J. Dueck, Controller